

State of Hawaii
Department of Health
Developmental Disabilities Division
Case Management and Information Services Branch

Request for Proposals

RFP No. 501-2

PARTNERSHIPS IN COMMUNITY LIVING

November 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

November 29, 2005

REQUEST FOR PROPOSALS

PARTNERSHIPS IN COMMUNITY LIVING

The Department of Health, Developmental Disabilities Division, Case Management and Information Services Branch, is requesting proposals from qualified applicants to provide Partnerships in Community Living (PICL) to eligible individuals with developmental disabilities/mental retardation (DD/MR). The contract term will be from July 1, 2006 through June 30, 2011. Single and multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United State Postal Service on or before February 3, 2006, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on February 3, 2006, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Developmental Disabilities Division will conduct an orientation on December 13, 2005 from 9:00 a.m. to 10:30 a.m. HST, at the Diamond Head Health Center, 3627 Kilauea Avenue, Room 110, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation. For the neighbor islands and elsewhere, the orientation will be conducted via telephone conference. Phone 1-866-896-5801 and enter conference code 1-808-733-9172.

The deadline for submission of written questions is 4:30 p.m., HST, on December 22, 2005. All written questions will receive a written response from the State on or about January 6, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Margery Sheehan at 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816, telephone: (808) 733-9177, fax: (808) 733-9182, e-mail: marge.sheehan@doh.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND FOUR COPIES OF THE PROPOSAL ARE REQUIRED
--

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
February 3, 2006**

All Mail-ins

Department of Health
Developmental Disabilities
Division
Case Management and
Information Services
Branch
3627 Kilauea Avenue,
Room 109
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Margery Sheehan
For further info. or inquiries
Phone: 733-9177
Fax: 733-9182

Drop-off Site

All hand deliveries will be accepted at the Department of Health, DDD, CMISB, Diamond Head Health Center, 3527 Kilauea Avenue, Room 109, Honolulu, Hawaii until **4:30 P.M., Hawaii Standard Time (HST) February 3, 2006.**

BE ADVISED: All mail-ins postmarked by USPS after **February 3, 2006**, will be rejected.

Hand deliveries will **not** be accepted after **4:30 p.m., HST, February 3, 2006.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, February 3, 2006.**

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments--Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent

operations, and monitoring and assessing provider performance. The Contracting Office is:
Developmental Disabilities Division, Case Management and Information Services Branch

Department of Health
State of Hawaii 3627 Kilauea Avenue, Room 411
Honolulu, Hawaii 96816

Phone (808) 733-9167 Fax: (808) 733-9841

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>11/29/2005</u>
Distribution of RFP	<u>11/29/2005</u>
RFP orientation session	<u>12/13/2005</u>
Closing date for submission of written questions for written responses	<u>12/22/2005</u>
State purchasing agency's response to applicants' written questions	<u>01/06/2006</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>11/29/2005-01/27/2006</u>
Proposal submittal deadline	<u>02/03/2006</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>02/06/2006-02/13/2006</u>
Final revised proposals (optional)	<u>02/22/2006</u>
Proposal evaluation period	<u>03/01/2006-03/10/2006</u>
Provider selection	<u>03/13/2006-03/17/2006</u>
Notice of statement of findings and decision	<u>03/20/2006-03/23/2006</u>
Contract start date	<u>07/01/2006</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: December 13, 2005 **Time:** 9:00 a.m. to 10:30 a.m.

Location: Diamond Head Health Center, 3627 Kilauea Avenue, Room 110,

Honolulu, Hawaii

The orientation will also be accessible via telephone conference for applicants who are interested in the orientation but are not able to attend. **Applicants can call 1-866-896-5801, and enter conference code 1-808-733-9172.**

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: December 22, 2005 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided on or about:

Date: January 6, 2006

VII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which

forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions,

as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.

- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. **Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail, website or other electronic means is not permitted.**
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or

received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201, HAR)

- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested

procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Michael Tamanaha	Name: Margery Sheehan
Title: Chief, CMISB	Title: Supervisor, CRDS
Mailing Address: 3627 Kilauea Ave. Room 109, Honolulu, HI 96816	Mailing Address: 3627 Kilauea Ave. Room 109, Honolulu, HI 96816
Business Address: same as above	Business Address: same as above

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

In accordance with Chapter 333F, Hawaii Revised Statutes (HRS), the Department of Health (DOH), Developmental Disabilities Division (DDD), is responsible for developing, administering, coordinating and setting direction for a comprehensive system of supports and services for persons with developmental disabilities or mental retardation. The purpose of this RFP is to procure services for individuals with Developmental Disabilities/Mental Retardation (DD/MR) eligible for services under Chapter 333F, HRS.

In September 2005, DDD conducted community input meetings on the future of POS with individuals and families. The focus of discussions was target population changes in the Partnerships in Community Living (PICL) contract. Although the majority of individuals and families at DDD's community input meetings receive services from the Medicaid Waiver, the following themes emerged: 1) the State should assure services to individuals who do not qualify for the Medicaid Waiver, 2) short-term supports should meet the health and safety needs of individuals, and 3) flexible services, with limitations, should continue. Many families were familiar with DDD's PICL contract sharing experiences about PICL being a family-friendly support.

A Request for Information was completed in October 2005.

DDD believes that short-term, flexible supports should continue as a supplement to natural, community, and any entitlement supports. Due to its familiarity and recognition among individuals and families, DDD will continue short-term supports as PICL.

B. Description of the goals of the service

The priority goal for PICL shall be to ensure the individual's health and safety in the community. Additional goals for PICL may include increasing (1) natural supports for the individual, (2) knowledge of the individual's community, (3)

opportunities for the individual to contribute to the community, and (4) the individual's independence in the community. PICL shall be provided within the limits of state or federal resources allocated or available for the purposes of HRS Chapter 333-F.

C. Description of the target population to be served

For PICL supports, the target population shall include individuals with DD/MR who have been determined eligible, pursuant to Chapter 333F-2, HRS, by the DDD intake staff. In accordance with Chapter 333F-2 (e), HRS, "Only those individuals eligible for community services but not eligible for medicaid waiver services or other federally reimbursed programs or for whom such services are not appropriate or not available based on their individualized service plans shall receive services and supports with one hundred percent state funds."

D. Geographic coverage of service

Service areas for this RFP consist of the islands of Oahu, Kauai, Maui, Molokai, Lanai and Hawaii. The applicant may submit a proposal to serve any one or more of these areas. The applicant shall demonstrate actual capacity to provide the required services, including the ability to provide the organizational and administrative oversight of the service delivery within the geographic area(s).

E. Probable funding amounts, source, and period of availability

Approximate STATE Funding:

FY 2007:	1.44 million
FY 2008:	1.46 million
FY 2009:	1.46 million
FY 2010:	1.49 million
FY 2011:	1.49 million

Subject to the availability of STATE funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The PROVIDER shall develop, maintain, and comply with policies and procedures that meet STATE standards on the following:

1. Annual criminal history checks for all staff that have direct contact with PICL individuals admitted to the PICL Program according to STATE Standards;
2. Confidentiality of PICL individuals' records pursuant to Chapter 333F-8 (a) (9), HRS;

3. Admission and discharge policies for individuals in the PICL Program;
4. Rights of individuals with DD/MR that include:
 - a. Being treated with understanding, dignity, and respect;
 - b. Being free from exploitation, neglect, and abuse;
 - c. Receiving individually defined and appropriate supports;
 - d. Privacy and confidentiality including privacy in treatment and in personal care;
 - e. Freedom of choice of supports;
 - f. Receiving information that defines the grievance and appeals processes;
5. Grievance processes, including appeals for any denial of supports to individuals;
6. Protocols for general health and safety issues, including adverse event reporting;
7. Reporting alleged abuse and neglect incidents within the purview of Chapter 346, HRS, regarding Adult Protective Services and Chapter 350, HRS, regarding Child Protective Services, Department of Human Services;
8. Maintenance of fiscal, programmatic, and administrative records pertaining to services provided; and
9. Compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is the responsibility of the PROVIDER. PROVIDER shall insure that "protected health information" pursuant to 45 CFR §160.103 remains protected for the HIPAA requirements.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

No Secondary purchases planned

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

Multiple or alternate proposals must be in physically separate proposals

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for single and multiple awards: contract will be awarded as needed for Statewide services.

E. Single or multi-term contracts to be awarded (Refer to §3-149-302, HAR)☐ Single term (\leq 2 yrs)☒ Multi-term ($>$ 2 yrs.)

Contract terms:

A five (5) year contract is planned, covering the period July 1, 2006 through June 30, 2011. The contract may be extended for not more than one (1) additional twelve (12) month period, without resolicitation, upon mutual agreement in writing at least sixty (60) days prior to the expiration of the contract and the execution of a supplemental contract. The contract may be extended provided that the contract price shall remain the same or is adjusted per any contract price adjustment provision. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Contact person: Margery Sheehan at (808) 733-9177 or FAX (808) 733-9182 or marge.sheehan@doh.hawaii.gov.

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Goal of Service

The priority goal for PICL shall be to ensure the individual's health and safety in the community. Additional goals for PICL may include increasing (1) natural supports for the individual, (2) knowledge of the individual's community, (3) opportunities for the individual to contribute to the community, and (4) the individual's independence in the community. PICL shall be provided within the limits of state or federal resources allocated or available for the purposes of HRS Chapter 333-F.

Service Activities

PICL shall provide cost-effective, individualized supports for the target population.

1. The PROVIDER shall ensure that the supports are cost-effective, individualized, and meet the goal of the service.
2. The PROVIDER shall serve as many eligible individuals as possible on a first come, first-served basis. Individuals with emergency needs related to health and safety shall be referred to the PROVIDER by the STATE on a case-by-case basis. The STATE shall develop criteria and procedures for emergency referrals.
3. The PROVIDER shall provide PICL no greater than TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) per referral.
4. There shall be a limit on purchases of technology supports, not to exceed a total of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) per individual, during the term of the contract. Technology supports shall generally include hardware and software.
5. PICL shall be defined as a short-term support that generally does not exceed a twelve (12) month period.
6. The PROVIDER shall contact the STATE case manager within fifteen (15) days of the individual's admission to the PICL program to coordinate services. The admission date shall be the date the PROVIDER receives the Referral, Admission, and Discharge (RAD) form from the DDD.
7. The PROVIDER shall develop, write, and implement a PICL plan within thirty (30) days of admission to the PICL program.
8. The PICL plan shall be based on discussion with the individual, family and/or guardian, circle of supports, and other person(s) chosen by the individual to be part of the planning process, and the STATE case manager.
9. The PICL plan shall be goal oriented and describe objectives and activities to be provided. The written plan shall include, but is not limited to:
 - a. Goal/outcome;
 - b. Objectives/activities to reach goal/outcome including measurement and timelines;
 - c. Duration and frequency of the supports based on the RAD;
 - d. Defining the tasks to be completed in order to obtain the supports;
 - e. Identifying the responsible persons to complete the tasks;
 - f. Establishing timelines to accomplish the tasks and procure the supports;
 - g. Documentation of the approximate cost of the supports; and
 - h. Documentation that individual, family and/or guardian, STATE case manager, and PROVIDER staff agreed with plan.
10. PROVIDER activities shall include the following:
 - a. Act as a procuring agent to meet the individual's needs, as identified in the Individualized Service Plan (ISP);
 - b. Ensure that only the supports identified on the PICL plan are purchased;
 - c. Facilitate the "best deal" for the identified support ("best deal" is defined as the support that meets the needs of the individual

- considering cost, warranty and maintenance, practicality, and utilization factors);
- d. Ensure that the individual receives the supports within the timeline established by the PROVIDER in the PICL planning process;
 - e. Act as a provider of services only if the following conditions are met:
 - i. Ensure that the individual was offered available support options;
 - ii. Ensure that the individual exercised freedom of choice in selecting the PROVIDER;
 - iii. The PROVIDER shall not require or encourage congregation with other persons with disabilities; and
 - f. Assist the individual to access the needed support by:
 - i. Exploring the community for potential resources;
 - ii. Working with potential community resources to develop the capacity for providing the requested individual support;
 - iii. Providing and sharing information, educating, and problem solving in order to assist the individual to access the support.
11. The PROVIDER shall establish an advisory committee to define individually appropriate supports that meet the goal of the service. The advisory committee shall be established within thirty (30) days of contract execution. The committee membership shall be representative of the respective community in which the PROVIDER provides its services. The committee membership shall include, but is not limited to, the following:
- a. Individual(s) with DD/MR and/or family member(s);
 - b. Representative(s) of the business community;
 - c. Representative(s) of the community that are independent and have no relationship or affiliation with the PROVIDER, STATE, or target population;
 - d. Advisory committee members shall be free from conflict of interest when serving in their capacity as an advisory committee member; and
 - e. Representatives from the STATE shall serve as ex officio committee members for the geographic areas of Oahu and the counties of Kauai, Maui, and Hawaii.
12. The following shall be used as *Guiding Principles* in the development of advisory committee guidelines:
- a. *Fiscal Conservatism*:
 - i. Making things happen does not always require money. It is imperative that alternatives to paid supports be found. When support must be purchased, people will get what they need, pay only for what they get, make real investments, spend money more efficiently, and make adjustments as needed. To find the best quality for the most reasonable

prices, people are free to purchase in and out of the developmental disabilities-funded system.

b. *Limits on the use of public funds:*

- i. The choice shall do no harm;
- ii. The choice shall not be illegal; and
- iii. The choice shall not require the congregation with other persons with disabilities.

13. The PROVIDER's advisory committee shall develop written guidelines within sixty (60) days of contract execution.

- a. Guidelines shall be consistent with the goal of the PICL contract.
- b. Guidelines may include, but are not limited to, prioritization of health and safety needs, dollar limits, and time limits.
- c. PICL funding shall pass the test of public scrutiny (public scrutiny shall be defined as criteria, determined by the PROVIDER, which justifies the use of STATE dollars).
- d. PICL funding shall not be used to pay for expenses incurred prior to the development of the individual's PICL plan. Exceptions to pay for expenses incurred prior to the development of the individual's PICL plan may be made for emergency situations and shall be reviewed by the advisory committee on a case-by-case basis.
- e. Environmental Accessibility Adaptations ("EAA")
 - i. Exceptions to the TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) per referral limit may be made on a case-by-case basis for EAA service, but shall not exceed FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00) per referral. The family shall make a contribution to the cost of EAA, if appropriate.
 - ii. Three (3) written quotes shall be obtained on any request of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00).
 - iii. Requests for permanent adaptations, modifications, or improvements to a residence shall be limited to a family home or the individual's owned home. PICL funds shall not be used to meet requirements for basic standards for compliance with STATE regulations for home licensure or certification.
 - iv. Adaptations, modifications, and improvements shall not add to the total existing square footage of the home.
 - v. PICL funds shall not be used to pay for adaptations, modifications, and improvements to the home, which are of general utility and are not for the direct medical or remedial benefit to the individual. Examples include, but are not limited to, central air conditioning, flooring and carpeting, and other general household modifications and improvements.
- f. Dental services shall include meeting the individual's preventative dental needs and the necessary restorative dentistry when no other

resources are available. Dental services are limited to cleanings, amalgam and composite restorations, periodontic treatment, and endodontic treatment. **Prosthodontic services are not included.** The STATE'S dental consultant, prior to authorization, shall review any proposed dental treatment that requires general anesthesia or sedation.

- g. For minors, children under the age of eighteen (18) living in the family home, PICL funding shall not be used for basic parental responsibilities, such as shelter including utilities, food, clothing, educational, recreational, and medical expenses. Parental responsibilities shall also include extra-curricular activities, e.g. classes, lessons, non-medical therapies.
 - i. Parental responsibility shall include the provision of educational supplies required for schoolwork.
Examples of educational supplies may include:
 - (a) Supplies to complete schoolwork,
 - (b) Supplies that are required by the school,
 - (c) Textbooks for school,
 - (d) Supplies needed in school to work on an IEP goal, and
 - (e) Tuition and other school related fees
 - ii. Exceptions to fund special supplies or equipment not required for schoolwork, but are necessary due to the child's disability, shall be reviewed by the advisory committee on a case-by-case basis.
Examples of special supplies or equipment may include:
 - (a) Adaptive devices that assist the child to apply skills in non-school settings, such as, an adaptive eating utensil that encourages independent eating skills, and
 - (b) Communication devices used in community settings.
- h. In general, PICL funding shall not be used to cover household expenses for adults, individuals of the age of eighteen (18) and older. Examples of household expenses may include:
 - i. Rent or mortgage, including deposit,
 - ii. Utilities, and
 - iii. Provisions.
- i. PICL funding shall not be used for insurance premiums and co-payments, and Medicaid cost share.
- j. Requests for PICL funding for out-of-state and inter-island travel shall be limited to meeting an individual's health and safety needs and must be documented by a health care provider. Documentation shall be obtained by the individual's family and/or guardian and include verification that the needed medical service is not available within the individual's geographic area of residence or within the state. Travel expenses shall be limited to the individual's expenses for plane fare, transportation to and from the medical

facility, and lodging. Exceptions may be made to cover travel expenses for an attendant if an attendant is necessary to ensure the health and safety of the individual and shall be reviewed by the advisory committee on a case-by-case basis.

- k. The STATE reserves the right to establish additional limitations, as appropriate, on the use of PICL funding for short-term supports.

14. The PROVIDER's advisory committee guidelines shall be:

- a. Submitted to the STATE for review within sixty (60) days of contract execution;
- b. Reviewed by the STATE within fourteen (14) days of receipt from the PROVIDER; and
- c. Submitted to the STATE in advance for review for any revisions made to the advisory committee guidelines.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The PROVIDER shall have staff with a bachelor's degree in social sciences or education or a bachelor's degree in another field plus one (1) year of verifiable experience working directly with individuals with disabilities or the elderly, to directly oversee the PICL contract.
- b. The PROVIDER shall ensure that all program staff receive training:
 - i. At the start of the contract period to inform staff of the contract requirements and during orientation of new staff.
 - ii. At least once every two (2) years on topics related to DD/MR. The training shall be determined and arranged by the PROVIDER.

2. Administrative

The PROVIDER shall have administrative support staff to provide reporting, provide record keeping, provide disbursement, and provide other program requirement functions.

3. Quality assurance and evaluation specifications

- a. The PROVIDER shall have a quality assurance and evaluation program.
- b. The quality assurance and evaluation program shall be agency directed and reflect what the organization independently uses to monitor, evaluate, and improve the services delivered.
- c. The PROVIDER shall develop and implement a satisfaction survey as part of the agency's quality assurance and evaluation program.

4. Output and performance/outcome measurements

The PROVIDER shall report output, performance, and outcome measurements to the DDD on a quarterly basis on the DDD's PICL Agency Tracking Form. The PROVIDER shall also submit quarterly and annual program reports to the DDD.

5. Experience

- a. Knowledge of target population, e.g., DD/MR;
- b. Past experience in person-centered, individualized service delivery approach;
- c. Roles of individuals with DD/MR, parents, families, and advocates in provider organization;
- d. Past experiences in provision of POS and/or Medicaid Waiver services, how long, brief synopses of monitoring reports and satisfaction surveys.

6. Coordination of services

- a. Describe how the provider works with community. Give one (1) example of a project/initiative that increased community visibility of individuals with DD/MR;
- b. Describe the PROVIDER's access to generic community resources. Give one (1) example of a generic community resource that the PROVIDER has developed a relationship with, which resulted in "easy" access for individuals with DD/MR.

7. Reporting requirements for program and fiscal data

The PROVIDER shall comply with the following reporting and documentation requirements:

- a. Program reporting:
 - i. Submit the PICL Agency Tracking Form within thirty (30) days after the end of each quarter.
 - ii. Provide quarterly written program reports within thirty (30) days after the end of each quarter,
 - iii. Submit a written year-end report within forty-five (45) days after the end of each twelve (12) month period of this Agreement, beginning August 15, 2007. The year-end report may include the fourth quarter report.
- b. Fiscal reporting:
 - i. Provide Actual Expenditures and Income Reports as follows:
 - (a) Quarterly Actual Expenditures and Report for the period July 1, 2006 to September 30, 2006, by October 31, 2006,

- (b) Thereafter, monthly Actual Expenditures and Income Reports beginning October 2006 up to, and including, June 2011.
- c. Submit program and fiscal reports in the format prescribed by the DDD to the Case Management and Information Services Branch, Contracts and Resource Development Section, 3627 Kilauea Avenue, Room 411, Honolulu, Hawaii 96816.
- i. The required content and format of all reports shall be subject to ongoing review and modification by the DDD. All program and fiscal reports shall be subject to resolution of the DDD's findings and recommendations resulting from program monitoring and fiscal monitoring of the PROVIDER's services.

8. Pricing structure or pricing methodology to be used

- a. The pricing structure reflects a modified cost contract. Seventy-five percent (75%) of the funding amount shall be available to fund direct client supports. The PROVIDER's allowable administrative fees shall be thirty-three and one-third percent (33-1/3%) of all actual direct client supports expenditures. The PROVIDER shall be guaranteed twenty percent (20%) of the funding amount for allowable administrative fees. The total compensation of direct client supports and allowable administrative fees shall be limited to the contract amount.

The approximate amount of funding for PICL by geographical area is projected to be:

<u>Geographical Area</u>	1st Year	2nd & 3rd Year	4th & 5th Year
Kauai	\$124,305	\$126,791	\$129,327
Oahu	\$963,105	\$982,367	\$1,002,014
East HI	\$111,780	\$114,016	\$116,296
West HI	\$112,293	\$114,539	\$116,830
Maui	\$123,793	\$126,269	\$128,794

9. Units of service and unit rate

The PROVIDER shall provide PICL no greater than TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) per referral.

Exceptions to the TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) per referral limit may be made on a case-by-case basis for EAA service, but shall not exceed FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00) per referral.

There shall be a limit on purchases of technology supports, not to exceed a total of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) per individual, during the term of the contract.

IV. Facilities

Not applicable.

V. Acknowledgement

The PROVIDER shall provide information to individuals and their families or circle members who are referred to the PICL program or request information about the program. The PROVIDER shall acknowledge on all printed materials, including program brochures and other publicly distributed matters, as well as at public presentations that the PICL program is funded under a Purchase of Services contract with the Department of Health, Developmental Disabilities Division.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.
- The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.
- Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample Table of Contents**
- Proposals may be submitted in a three ring binder (Optional).
- Tabbing of sections (Recommended).
- Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.
- A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.
- Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.
- This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.

The Proposal Application comprises the following sections:

- Proposal Application Identification Form
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial
- Other

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services for PICL.

B. Experience

The applicant shall provide a description of projects and/or contracts pertinent to the proposed services. The applicant shall include points of contact, addresses, and phone numbers. The STATE reserves the right to contact references to verify experience.

Describe the following:

1. Knowledge of target population, e.g., DD/MR;
2. Past experience in person-centered, individualized service delivery approach;
3. Roles of individuals with DD/MR, parents, families, and advocates in provider organization;
4. Past experiences in provision of POS and/or Medicaid Waiver services, how long, brief synopses of monitoring reports and satisfaction surveys.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The description of the quality assurance and evaluation plans shall reflect the methods and strategies the organization uses to monitor, evaluate, and improve service delivery.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

1. Describe how provider works with community. Give one (1) example of project/initiative that increased community visibility of individuals with DD/MR;
2. Describe provider's access to generic community resources. Give one (1) example of a generic community resource that the PROVIDER has developed a relationship with, which resulted in "easy" access for individuals with DD/MR.

E. Facilities

Not applicable.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern and proposed capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable.)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train, and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency.) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

The applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. The applicant shall describe the following for PICL:

1. Approach to meeting the goal of the service through its service activities. (Section 2. III. A)
2. Capacity to provide the required service. (Section 2. III. A – Service Activities)
3. Ability to meet the minimum and/or mandatory management requirements for Personnel, Administration, Quality Assurance and Evaluation, Output and Performance/Outcome Measurements, Reporting Requirements for Program and Fiscal Data. (Section 2. III. B)
4. Development of a work plan, including implementation strategy that is logical and realistic in its timelines and schedules to accomplish the major service activities and tasks. (Section 2. III. A)
5. Clear description of work assignments and responsibilities. (Section 2. III. A)

IV. Financial

A. Pricing Structure

Applicant shall submit a cost proposal for PICL utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget forms shall be submitted with the Proposal Application:

SPO-H-205
 SPO-H-206A
 SPO-H-206B
 SPO-H-206C
 SPO-H-206D
 SPO-H-206E
 SPO-H-206F

SPO-H-206G
SPO-H-206H
SPO-H-206I
SPO-H-206J

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. Most recent audited or compiled financial statements.

V. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three (3) phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	<u>100 Points</u>
Program Overview	<u>0 points</u>
Experience and Capability	<u>20 points</u>
Project Organization and Staffing	<u>15 points</u>
Service Delivery	<u>55 points</u>
Financial	<u>10 Points</u>
TOTAL POSSIBLE POINTS	<u>100 Points</u>

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

1. Application Checklist
2. Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The STATE will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills (Section 2. III. A)

- The applicant demonstrates skills, abilities, and knowledge relating to the delivery of the proposed services for PICL.

5 Points**B. Experience (Section 2. III. B. 5)**

- Knowledge of target population, e.g., DD/MR;
- Past experience in person-centered, individualized service delivery approach;
- Roles of individuals with DD/MR, parents, families, and advocates in PROVIDER organization;
- Past experiences in provision of POS and/or Medicaid Waiver services, how long, brief synopses of monitoring reports and satisfaction surveys.

5 Points**C. Quality Assurance and Evaluation (Section 2. III. B. 3)**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
The proposal describes how the applicant plans to implement its quality assurance, evaluation, and improvement in the delivery of services.

5 Points**D. Coordination of Services (Section 2. III. B. 6)**

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Describe one example of a project/initiative where the applicant worked with the community that resulted in increased community visibility of individuals with DD/MR.
- Describe one (1) example of a generic community resource that the PROVIDER has developed a relationship with, which resulted in "easy" access for individuals with DD/MR.

5 Points**E. Facilities (Section 2. IV)**

Not applicable.

2. Project Organization and Staffing (15 Points)

The STATE will evaluate the applicant's overall staffing approach to the service that shall include:

A. ***Staffing (Section 2.II. A & III. B. 1 & 2)***

- Proposed Staffing: The proposed staffing pattern is reasonable to insure the health and safety of individuals and the viability of the services. 5 points
- Staff Qualifications: Describes the minimum qualifications (including experience) for staff assigned to the program. 3 points
- Administrative Staff: The proposal describes the administrative staff that will support the program. 2 points

B. ***Project Organization (Section 2. II. A & III. B. 1 & 2)***

- Supervision and Training: Demonstrates the ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed services. 3 points
- Organization Chart: Provides a clear description of the functions and staffing of the organization for the overall service activity and tasks. 2 points

3. Service Delivery (55 Points)

(Section 2.1. D & III. A)

- The applicant demonstrates the ability to meet the minimum and/or mandatory management requirements:
 - o Personnel; 1 point
 - o Administration; 1 point
 - o Quality Assurance and Evaluation; 3 points
 - o Output and Performance/outcome Measurements; and 3 points
 - o Reporting Requirements for Program and Fiscal Data. 2 points
- Demonstrated the capacity to provide the required service. 10 points
- Provides a logical work plan for the major service activities and tasks for PICL, including:
 - o Addressing the target population; 5 points
 - o Advisory committee development; and 10 points
 - o Description of how the PICL plan will be developed and implemented. 10 points
- Provides a clear description of the work assignments and responsibilities. 5 points
- The work plan submitted detailing the development and implementation of the service is realistic in its timelines and schedules. 5 points

4. Financial (10 Points) (Section 3. V)

- The budget fully supports the scope of services, and requirements of the Request for Proposal. The budget is reasonable, given the program resources and operational capacity. 7 points
- Adequacy of accounting system. 3 points

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Sample Actual Expenditure Report and Instructions

Proposal Application Checklist

Applicant: _____

RFP No.: _____ 501-2

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Most recent audited or compiled financial statements			X	

Authorized Signature

Date

Sample

Organization: _____
RFP No: _____

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	B. Other Financial Related Materials	
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	C. Organization Chart	
	Program	
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	Table A	
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PARTNERSHIPS IN COMMUNITY LIVING

STATE OF HAWAII
DEPARTMENT OF HEALTH

PROGRAM: PICL
ASO LOG NO.

ACTUAL EXPENDITURES AND INCOME

Name and Address of Provider	<div style="display: flex; justify-content: space-between;"> ___ 07/06-09/06 ___ 10/06 ___ 01/07 ___ 04/07 </div> <div style="display: flex; justify-content: space-between;"> ___ 11/06 ___ 02/07 ___ 05/07 </div> <div style="display: flex; justify-content: space-between;"> ___ 12/06 ___ 03/07 ___ 06/07 </div>	Prior Period (1)	Current Period (2)	Yr to Date (1+2) (3)	Annual Budget
A. PERSONNEL COSTS:					
Salaries			0.00		
Payroll Taxes & Assessment			0.00		
Fringe Benefits			0.00		
TOTAL PERSONNEL COSTS	0.00	0.00	0.00	0.00	
B. OTHER CURRENT EXPENSES					
Airfare, Inter-Island			0.00		
Airfare, Out-of-State			0.00		
Audit Services			0.00		
Contractual Services-Administrative			0.00		
Contractual Services-Subcontracts			0.00		
Insurance			0.00		
Lease/Rental of Equipment			0.00		
Lease/Rental of Motor Vehicle			0.00		
Lease/Rental of Space			0.00		
Mileage			0.00		
Postage, Freight & Delivery			0.00		
Publication & Printing			0.00		
Repair & Maintenance			0.00		
Staff Training			0.00		
Subsistence/Per Diem			0.00		
Supplies			0.00		
Telecommunication			0.00		
Transportation			0.00		
Utilities			0.00		
Direct Client Supports			0.00		
			0.00		
			0.00		
			0.00		
TOTAL OTHER CURRENT EXPENSES	0.00	0.00	0.00	0.00	
C. EQUIPMENT PURCHASES			0.00	0.00	
D. MOTOR VEHICLE PURCHASES			0.00	0.00	
TOTAL OPERATING COSTS: (A+B+C+D)	0.00	0.00	0.00	0.00	
INCOME UNDER PROGRAM					
Income Under Contract			0.00		
Other Income					
Total Income	0.00	0.00	0.00		
Fund Balance (Deficit)	0.00	0.00	0.00		

Declaration: I declare that this report, including any accompanying schedules or statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete report, made in good faith, for the period(s) stated.

Signature

Date

Title

**Partnerships in Community Living
Instructions for Completing
ACTUAL EXPENDITURES AND INCOME**

ASO Log No.: Enter the ASO Log No. identifying the Agreement/Contract.

Name and Address of Provider: Enter the Providers name and address.

Report Period: Place an X for the report period.

Column (1) Prior Period. Enter the prior period (year to date) amounts for the cost item listed under Cost Category.

Column (2) Current Period. Enter the current period actual expenditures amounts for each cost item listed.

Column (3) Year to Date. Enter the sum of Column (1) and Column (2) for each cost item listed.

Annual Budget Enter the requested annual budget amounts for each cost item listed.

TOTAL OPERATING COSTS: (A+B+C+D) Enter the sum of the subtotals for Cost Categories A, B, C and D, for columns (1), (2), (3) and Annual Budget.

INCOME UNDER PROGRAM Enter all revenues received under this Agreement for columns (1), (2) and (3).

Fund Balance (Deficit) Enter the difference between Total Income and Total Operating Costs for columns (1), (2) and (3).

Declaration Signature of person who prepared the actual expenditures and income report. Enter the date and title.

SPECIAL INSTRUCTIONS: The actual expenditures and income report shall be for a twelve (12) month period ending June 30th of each fiscal year of this Agreement.

Cost items under B. OTHER CURRENT EXPENSES are examples. Providers may delete the cost items from this report and replace them with the Providers own cost items.